

Executive Assistant to Leadership Team

Employer:	East West Railway Company
Location:	London initially, then based in the Oxford-Cambridge corridor
Basis:	Permanent
Team Dimensions:	Directly reporting to the Strategy Director.

Would you like to be at the forefront of the changing landscape of the rail industry?

A little bit about us:

East West Rail is a proposed new rail link between Oxford, Milton Keynes, Bedford, Cambridge and potentially beyond. As part of the wider plans for this strategically important corridor, it is one of the most high profile infrastructure projects in the UK today. The new railway will improve local connectivity and serve as a catalyst for economic development and the creation of new housing, as well as significantly reducing existing journey times.

We offer a truly breath-taking opportunity to:

- Innovate, positively disrupt and make impactful decisions
- Openly share your ideas and knowledge
- Be part of a passionate, diverse and friendly team
- Learn, develop and build the career of your dreams
- Have the right work-life balance through flexible working arrangements
- Be rewarded and recognised for your input

Key accountabilities:

- Acting as a first point of contact: dealing with correspondence and phone calls
- Meeting and greeting visitors at all levels of seniority

- Booking and arranging travel, transport and accommodation
- Organising events and conferences
- Reminding the manager/executive of important tasks and deadlines
- Typing, compiling and preparing reports, presentations and correspondence

Day to day you'll:

- Lead project teams and / or complex railway projects GRIP Stage 5-8
- Lead project teams and / or complex change projects through whole life cycle
- Develop and implement management plans for the project life cycle
- Facilitate and chair project review meetings with Network Rail and suppliers

You should apply if you have:

As Administrative Assistant for the East West Rail scheme, you will be bright, have a flexible and adaptable approach whilst being reliable, with experience in administration.

Your skills and experience will include:

- Detail oriented and comfortable working in a fast-paced office environment
- Exceptional communication skills
- Superior organisation skills and dedication to completing projects in a timely manner
- Strong organisational skills
- Excellent communication and presentation skills
- Ability to prioritise and manage own workload

Education and Qualifications:

- Relevant degree qualifications and or equivalent

You will need to have the right to work in the UK.

Join the team!

Please send your resume and a covering letter explaining why you are interested in the role and meet the above experience requirements to: [**recruitment@eastwestrail.co.uk**](mailto:recruitment@eastwestrail.co.uk)